

Hiring Management

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20PBSA364TRMP, Contracting Specialist

Organization: General Services Administration
Department: (10P) PBS/Ofc of the Regional Commissioner
Series: 1102R CONTRACT SPECIALIST
Grades: 13
Open Period: 05/01/2020 to 05/14/2020
Custom Status: Position filled thru annmnt

Derived from: [MP - All Status w/Phase 2](#)

System status

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Vacancy Review

Review Status: Approved	Requested Date: 04/30/2020 11:37 AM	Assignee: Heather Bowden
Viewed Date: 04/30/2020 3:54 PM	Submitted Date: 04/30/2020 4:04 PM	
Feedback:		

Applications

Application Review: None

You are viewing SA-GSA-0001 (05/15/2020 12:27 AM) (Current) ▼

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Applicant Counts

Grade	Current SA
Unique	25
Grade 13	25

Vacancy Details

Locations

Code	Address	Zip Code	Ad
411650051	(Portland, OR, US)		
532110063	(Spokane, WA, US)		
530100033	(Auburn, WA, US)		
020130020	(Anchorage, AK, US)		

Total Openings: Few	Job Seekers Must Rank Location Preferences: No	Location Limit: All
Telework Eligible: Yes	Location Radius: miles	
Relocation Expenses Reimbursed: No		

Pay

Pay Plan: GS	Top
Pay Frequency: Per Year	
Grade 13 Salary: 91231.00 to 132637.00	

Vacancy Options

Announcement Type: MERIT PROMOTION
Required Eligibility: Status (Government Wide)
Security Clearance Required: Not Required
Position Sensitivity & Risk:
Type of Adjudication:
Standing Register Inventory: No
Applicants cannot appear on multiple open certificates: No
Open Period: 05/01/2020 12:00 AM to 05/14/2020 12:00 AM
Application Limit:
Staging Area Generation Dates: 05/14/2020 12:00 AM - Create New Staging Area

Tracking

Additional Vacancy Reference ID: AAP0679
PAR #: 10PCQ-20-003
Requesting Official: Heather Bowden
Date Received in HR: 04/27/2020 7:57 AM
Validate Need Date: 04/27/2020 12:00 AM
Review Position Description Date:
PAR Date: 04/27/2020 12:00 AM
Approved to Recruit Date: 04/30/2020 12:00 AM

Notifications

HR Manager: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Selecting Official: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
BQ Designator: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Vacancy Creator: Rizzolo, Terri (TRIZZOLO) - Notify 3 days prior
Incomplete Applications: Notify 3 days prior
Display Public Status for this vacancy: Yes

Additional Vacancy Data

HR Spec Assigned Region: NA
HR Spec Assigned Branch: PBS A
Concurrent Vacancy Anncmt: NA
Vacancy Office Symbol: 10PQC

Announcement

Overview

Work Schedule: Full-time
Work Schedule Details:
Appointment Type: E - Permanent
Appointment Type Details:
Exclusive Posting: No
Service Type: Competitive
Drug Test Required: No
Acceptable Resume Types: Accept USAJOBS resume builder OR USAJOBS uploaded resume types
Hiring Agency: GSA, Public Buildings Service
Subagency: There are no Sub-Agency values for the Hiring Agency selected.
Mission Critical Occupation Tags:
Other Info:
USAJOBS Control Number: 567142800

Duties

Summary:

As a Senior Contract Specialist, you will exercise independent judgment performing prospectus level work of unusual difficulty and responsibility along special technical and administrative lin

Position Location: Will be determined upon selection.

The Construction Acquisition Branch is responsible for Regional procurement support ranging from simplified acquisition to Capitol Construction Level projects.

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We are currently filling one vacancy, but additional vacancies may be filled as needed.

Duties:

As Senior Contract Specialist your duties include but are not limited to:

- Preparing the government position to advise on proper course of action to minimize claims, negotiating claims, and dispute resolution in the design and construction arenas.
- Responsible for quality assurance for on-going construction projects. Attends meetings to ensure the project is safe, on schedule, under budget and meets the customer needs.
- Assists others with difficult contracts involving potential claims through resolution consulting with contractors, subcontractors, claim consultants and attorneys.
- Provides guidance to others to assure actions are appropriate and conform with appropriate laws and regulations and are in the best interest of the government.

Travel Required: Occasional Travel

Description: Occasional travel to attend meetings, conferences or on-site inspections.

Selected Hiring Paths:

- Competitive service
- Career transition (CTAP, ICTAP, RPL)
- Land & base management
- Veterans
- Military spouses
- Individuals with disabilities
- Family of overseas employees
- Peace Corps & AmeriCorps VISTA
- Special authorities

Clarification from the Agency:

Your application will be considered if you are a: Current career/career-conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; or OPM Interchange Agreement eligible.

This job is also open in another announcement:

Requirements

Requirements:

If selected, you must meet the following conditions:

- Receive authorization from OPM on any job offer you receive, if you are or were (within the last 5 years) a **political** Schedule A, Schedule C or Non-Career SES employee in the Executive Schedule.
- Serve a one year probationary period, if required.
- Undergo and pass a background investigation (Tier 4 investigation level).
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies may result in termination of continued employment.
- Complete a financial disclosure report to verify that no conflict, or an appearance of conflict, exists between your financial interest and this position
- The work is primarily sedentary, although there may be some walking, bending, climbing involved during the monthly, quarterly and periodic construction site visits.

Key Requirements:

1. US Citizenship or National (Residents of American Samoa and Swains Island)
2. Meet all eligibility criteria within 30 days of the closing date
3. Meet time-in-grade within 30 days of the closing date, if applicable
4. Register with Selective Service if you are a male born after 12/31/1959

Qualifications:

For each job on your resume, provide:

- the exact dates you held each job (from month/year to month/year)
- number of hours per week you worked (if part time).

If you have volunteered your service through a National Service program (e.g., Peace Corps, Americorps), we encourage you to apply and include this experience on your resume.

For a brief video on creating a Federal resume, click [here](#).

The **GS-13** salary range in Auburn, WA starts at **\$99,941.00** per year.

The **GS-13** salary range in Portland, OR starts at **\$97,360.00** per year.

The **GS-13** salary range in Anchorage, AK starts at **\$102,026.00** per year.

The **GS-13** salary range in Spokane, WA starts at **\$91,231.00** per year.

If you are a new federal employee, your starting salary will likely be set at the Step 1 of the grade for which you are selected.

You must meet the requirements in 1, 2, or 3 below:

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1. **All of the following:** (a) Completion of Training listed in Level I & II of [FAC-C Course Requirements](#); or FAC-C Level II or III, or a DAWIA level II or III certification. If your certification Continuous Learning Points are required to maintain certification. (b) At least 4 years of experience in contracting or related positions including 1 year of specialized experience at or e described below; and (c) Completion of a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination c business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
2. **Exception:** If you were in a GS-1102 position on January 1, 2000, you will be exempt from meeting the educational requirements for the grade level of that position. However, to be p Option 1 or 3.
3. **Waiver:** GSA's senior procurement executive has the discretion to waive any or all of the requirements in 1 above.

AND

Specialized experience is one year of experience equivalent to the **GS-12** in the Federal service. Specialized experience is progressively responsible experience in performing the full range activities utilizing various types of contracts such as fixed price, various cost types, requirements, performance based and multiple award schedules) and evidence of professional potential, results, relationship building, and self-motivation in order to procure a variety of complex or specialized products and/or services; OR experience requiring sufficient knowledge of contracting procedures and an organization's program and technical requirements in order to conduct reviews of contracts or contracting actions, recommend or plan improvements to an organization's

Education Requirements:

Note: If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education visit: <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Other Information:

Bargaining Unit status: Dependent on location selected.

Relocation-related expenses are **not** approved and will be your responsibility.

Additional vacancies may be filled from this announcement as needed; through other means; or not at all.

How You will be Evaluated:

You will be evaluated on the questions you answer during the application process, which will measure your overall possession of the following competencies or knowledge, skills, and abilities. Questions must be supported by your resume or your score may be lowered.

- Knowledge of procurement principles, regulations, practices and procedures, generally accepted accounting principles, auditing standards, and construction industry practices, source
- Knowledge of the general practices and terminology used in the design and construction engineering fields.
- Knowledge of contract law to assure legal sufficiency of contracts, procurement methods used to obtain professional services for single and multi-year procurements, business and practices and trends, terminology and special clauses used in solicitations and contract awards and programs for complete cost and pricing procedures, negotiation techniques in single award changes.
- Skilled in spoken and written communication, negotiating, cost and price analysis, analyzing costs and market conditions, investigating contract protests or complaints, and in administration including fixed price, evaluated total cost bid method, award fee, etc.
- Knowledge and skill in applying concepts and procedures of project management, financial management, and procurement practices to achieve project goals and objectives.

Additional assessments may be used, and, if so, you will be provided with further instructions.

If you are eligible under Interagency Career Transition Assistance Plan or GSA's Career Transition Assistance Plan ([ICTAP/CTAP](#)), you must receive a score of 85 or higher to receive priority

Documents**Required Documents:**

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ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.

Note: If required to submit an **SF-50** (Notice of Personnel Action), an equivalent agency Notice of Personnel Action form is acceptable. Such document(s) must show all of the following: effective grade, and rate of basic pay, tenure group 1 (career) or 2 (career-conditional), position occupied group, and name of agency. If you are a **GSA employee** (except in the OIG), you are not required to submit an SF-50.

If you are a 30% or more disabled veteran, VEOA or VRA applicant or qualified spouse, widow/widower, or parent:

(a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member's appointment).

(b) If you are a disabled veteran, or are applying under VRA or VEOA as a spouse, widow/widower, or parent of a veteran, submit both of the following in addition to the DD-214: (1) complete your entitlement (refer to [SF-15](#) for complete list).

If you are active duty military- Certification on a letterhead from your military branch that includes your rank, character of service (must be under honorable conditions) & military service date (must be no later than 120 days after the date the certification is submitted).

If you are a current Federal employee or [Reinstatement](#) Eligible: Submit your latest SF-50.

If you are eligible under an [Interchange Agreement](#): Submit your latest SF-50.

If you are a [former Peace Corp or VISTA volunteer](#): Submit your Description of Service.

If you are a [current or former Land Management Agency Employee](#) - Submit a and b:

(a) one or more SF-50s, including your most recent one that shows you were on a competitive time-limited appointment(s) with a Land Management Agency and served on the appointment 24 months without a break of 2 or more years.

(b) Copy of your agency's annual performance appraisal(s) or written reference(s) from a supervisor at the agency verifying satisfactory performance during your appointment(s).

If you have a disability: Submit proof of eligibility. For information on eligibility and required documentation, refer to USAJOBS's [People With Disabilities](#) page.

If you are applying under another special appointment authority: Submit proof of your eligibility under the appropriate appointment authority. See USAJOBS's [Resource Center](#) for more information.

If you are [ICTAP/CTAP](#) eligible - submit a, b, and c: (a) proof of eligibility including agency notice; (b) SF-50, and (c) most recent performance appraisal.

If you are a current or former political appointee: Submit your SF-50.

College transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, you must submit a photocopy of your college transcript(s) prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education.

Contracting Documentation: Submit A or B:

(A) Mandatory contracting training - submit a or b below:

(a) GSA's Mandatory Training Requirements which can be met by one of the following: Completion of Training listed in Level I & II of [FAC-C Course Requirements](#) (use the link to view : FAC-C Level II or III, or a DAWIA level II or III certification, your training is fully qualifying for GSA's Mandatory Training requirement. If your certification is over 2 years old, 80 hours of Continuing Education to maintain certification.

(b) list of completed courses including: official course title, course number, training provider, training hours completed, and the date completed

(B) Proof of contracting certification - submit the following:

(a) FAC-C or DAWIA Level II or higher certification (copy of certificate)

If certification is over 2 years old, also submit (b) or (c) below:

(b) Continuous Learning Points (CLPs) history identifying the completion of 80 CLPs every two years. The 80 CLPs every two years must be from the issuance date of certification to current date.

(c) If you are a FAITAS member, you may submit your Continuous Learning Achievement Certificate from FAITAS. On your "My Continuous Learning" page, click on the "approved" link to view a copy of your most recent certificate.

Documents for Auto-Request:

Benefits

Display Default Benefits Text: Yes

Benefits URL:

Agency Benefits:

You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 10 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts
- Long-term care insurance

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- Training and development

How to Apply

How to Apply:

Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

To begin, click the **Apply Online** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked **Apply for this position now**, you will be taken to the GSA site to complete the application process.
- Click the **Apply To This Vacancy** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click *Return to USAJobs* or confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the **REQUIRED DOCUMENTS** section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following document(s): **Upload** (from your computer); **USAJOBS** (click the "USAJOBS" link to complete the transfer process) or **FAX** (read the "Fax instructions" provided prior to printing the Fax information).

Need Assistance in Applying? Contact the HR representative listed on the announcement prior to the application deadline. We are available to assist you Monday-Friday during normal business hours. **Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

Next Steps:

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to My Account.

Thank you for your interest in working for U.S. General Services Administration!

Marketing

URL:

<http://www.gsa.gov/portal/category/26570>

Video Links

URL1:

URL2:

Agency Contact Information

Organization Contact Name: Theresa Nickle
Organization Contact Phone: 000-000-0000
Vacancy Contact Name: Terri Rizzolo
Vacancy Contact Email: pbsavacancyinquiries@gsa.gov
Vacancy Contact Phone: 816-926-8395
Vacancy Contact Fax: 000-000-0000
Contact URL:

Country: United States
Address 1: General Services Administration
Address 2: Human Resources Division
Address 3: 2300 Main Street
City/Town: Kansas City
State/Province/Territory: Missouri
Zip/Postal/Pin Code: 64118

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TDD Phone: 800-735-2966

Eligibility Questions

Personal Questions

	Question	Type
*1	Are you a United States citizen?	YN

Eligibility

Eligibility Set: Universal Eligibility Set

	Question	Type
*1	Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?	YN
	(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)	NA
*2	Are you a current Federal employee?	YN
*3	Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?	YN
	(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)	NA
*4	If you are a current Federal employee, by what agency and organization are you employed?	MC
5	If you selected "Other", please enter the agency and organization.	SA
6	If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)	SA
*7	If you are a Federal employee, under what type of appointment are you currently serving?	MC
	(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)	NA
*8	Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following: (a) worked for the agency/agencies on a time-limited (temporary or term) basis; (b) held those jobs totaling more than 24 total months; (c) did not have more than a 2-year break between those jobs; and (d) had performance ratings at or above the "acceptable" level during your employment	YN
9	Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?	MC
10	Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?	MC
*11	If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?	MC
	(Note: You will be asked to submit a copy of a SF-50 prior to selection as proof of your reinstatement eligibility.)	NA
12	If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:	MC
13	If you selected "Other", please enter the Pay Plan.	SA
14	If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held (Enter NA if Not Applicable):	SA

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	Question	Type
15	If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):	SA
	(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)	NA
16	If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)	SA
17	May we contact your current supervisor for a reference?	MC
18	Does the General Services Administration employ any member of your family?	YN
19	If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.	SA
*20	If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?	MC
*21	If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?	MC
	(Note: You will be asked to provide a copy of the exemption prior to interview and selection.)	NA
22	Are you a retiree receiving a Federal annuity, either military or civilian?	YN
	(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)	NA
*23	Have you accepted a buyout from a Federal agency within the past 5 years?	MC
*24	Are you eligible for noncompetitive appointment under a Special Hiring Authority?	YN
*25	Displaced employee information:	MC
	(Note: If you are eligible for one of these plans, you will be asked to supply a copy of RIF separation notice, proposed removal for declining a directed reassignment outside of the local commuting area, or other official notification granting eligibility when you apply for a vacancy.)	NA

Assessments

Question Associations: Use Grade Specific Questions (Basic Quals Per Grade)

Score Transmutation: Off

Well Qualified Score: 85.0

Assessment Phases

	Assessment Phases	Evaluation Type	Percentage From Total	Minimum Eligible Score	Hurdle Score
1	REQUIRED VACANCY QUESTIONS Scoring Option: General Schedule	Scored	100.0	70.0	NA
2	Additional Question Assessment	Scored	0.0	0.0	NA
			Total: 100%		

Required Vacancy Questions

[All Grades \(13\)](#)[Grade 13 \(22\)](#)

Question	Type
[30450] To qualify, applicants must meet the training, experience, and educational requirements listed in (A) and (B) below. Applicants may also qualify for this position if they meet the exception requirements described in (C) or the Waiver requirements listed in (D) below.	NA

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Question	Type
<p>[30451] Qualification Requirements:</p> <p>(A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the GS-12 level in Federal service and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. AND</p> <p>(B) A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.</p> <p>(C) Exception: Federal employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000 and meet the specialized experience requirements. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.</p> <p>(D) Waiver: The senior procurement executive of the selecting agency may waive any or all of the requirements of Paragraphs A and B and certify that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.</p>	NA
<p>[30452] Specialized experience is progressively responsible experience in performing the full range of pre-award and/or post award activities utilizing various types of contracts such as fixed price, various cost types, requirements, performance based and multiple award schedules) and evidence of professional potential, business acumen, and drive for results, relationship building, and self-motivation in order to procure a variety of complex or specialized products and/or services; OR experience requiring sufficient knowledge of contracting regulations, policies, and procedures and an organization's program and technical requirements in order to conduct reviews of contracts or contracting actions, recommend or plan improvements to an organization's procurement program.</p>	NA
<p>[116902] GSA Mandatory Training - Applicants may qualify for positions in the 1102 series at the GS-13 level and above by meeting option A or B below:</p> <p>A. Course Requirements -</p> <ul style="list-style-type: none"> ◦ CON 090: FAR Fundamentals OR FCN 190: FAR Fundamentals OR CON 091: Contract Fundamentals ◦ CON 100: Shaping Smart Business Arrangements or FCN 101: Contracting Basics ◦ CON 121: Contract Planning ◦ CON 124: Contract Execution ◦ CON 127: Contract Management ◦ FAC 023: Basic Contracting for GSA Schedules ◦ FAC 031: Small Business Programs ◦ CLC 056: Analyzing Contract Costs ◦ CLC 057: Performance-Based Payment & Value of Cash Flow ◦ CLC 058: Introduction to Contract Pricing ◦ CON 170: Fundamentals of Cost and Price Analysis ◦ FCL-CM-2500: Category Management 101 ◦ CON 200: Business Decisions for Contracting ◦ CON 216: Legal Considerations in Contracting ◦ CLC 051: Managing Government Property in the Possession of Contractors ◦ HBS 428: Negotiating ◦ CON 280: Source Selection and Administration of Service Contracts ◦ CON 290: Contract Administration & Negotiation Techniques in a Supply Environment <p>B. A current/maintained FAC-C (or DAWIA) Level II or higher contracting certification. In order to be qualifying, the applicant must have maintained their certification by completing the required 80 continuous learning points (CLPs) of skills currency every two years, beginning with the date of their certification.</p>	NA
<p>*1 [113853] Please select from the choices below, the option that you are utilizing to meet the GSA Mandatory Training requirements described above. Your response will be verified with the training certificates/documentation submitted (see "Required Documents" section of the vacancy announcement for details on how to submit required documentation).</p>	MC
<p>*2 [36347] Please select one of the choices below that accurately describes the basis on which you qualify:</p>	MC
<p>*3 [34870] Your response to this question provides information on what basis, if any, you may require consideration for a waiver. Please select the choice(s) below that describe the basis for your request for a waiver:</p>	MAMC (No Choice Limit)

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	Question	Type
*4	[114281] I understand that if I do not submit all of the required documentation necessary to confirm that I have met all of the training and education requirements for this position, my application will be marked as incomplete and I will not be considered for this position. This documentation includes certificates to confirm completion of all of the Course Requirements as described above OR a current FAC-C or DAWIA Level II or higher contracting certification. If it has been two years or more since the date of certification, I will also submit documentation of continuous learning points (CLPs) earned to maintain the certification. I will also submit transcripts showing completion of a 4 year course of study leading to a bachelor's degree, including or supplemented by at least 24 semester hours in the academic fields described above. I understand that I may not currently possess all of the documentation stated above if I am applying as a waiver eligible.	YN
*5	[18452] Review procurement requests which include requirement analyses, recommendation of revisions to the statement of work or specifications, and determination of the type of contract to be awarded.	AA
*6	[24728] With regard to contract administration, I have (check all that apply):	MAMC (No Choice Limit)
*7	[30529] Select from the list below those interactions which are typical of the types of communications for which you are the primary or lead person. You will be asked to provide contact information on a supervisor (s) that will substantiate your selections.	MAMC (No Choice Limit)
*8	[30541] Select the choice below that accurately describes your experience in performing the full range of pre-award or post-award activities for the acquisition of products or services.	MC
*9	[30555] Review the entire statement and select the choice that accurately describes your experience in negotiating definite-quantity contracts, requirements contracts, and/or indefinite-quantity contracts. You will be asked to provide contact information on the supervisor that can substantiate the level you select.	MC
*10	[108495] Select only those types of acquisitions you have developed an expertise and are able to complete with minimal technical advice or supervision.	MAMC (No Choice Limit)
*11	[111492] Select the choices below that describe your experience where you were the principal, senior, or lead contract specialist; or those where you substantially contributed as a contract specialist as part of a team or project:	MAMC (No Choice Limit)
*12	[9571] Consults with and supports internal and external customers, providing technical guidance and advice on contracting matters in a professional, courteous and timely manner.	AA
*13	[30534] Do you have experience in monitoring contract performance for conformance to solicitation requirements including taking any necessary action to stop work under the contract, applying remedies to protect the rights of the Government, and documenting contractor past performance?	YN
*14	[78536] Do you have experience providing information to top management officials at the headquarters level or higher level external customers who regularly seek expertise on issues often of strategic importance to the agency's mission-essential goals or programs?	YN
*15	[87234] Select the type of written products below where you have been the principal author numerous times as part of a duty or responsibility of a position or positions that you have held.	MAMC (No Choice Limit)
*16	[24102] Do you have experience working on an interdisciplinary team of professionals responding to client agency service requests?	YN
*17	[38408] Do you have experience interacting directly with customers and other high-level stakeholders in order to assess needs and design solutions to meet those needs within the parameters of sound business practices?	YN
*18	[109405] Which of the following most accurately reflects your highest level of experience that demonstrates your potential to serve as a senior or lead specialist:	MC

Additional Question Assessment

Panel Scoring: Standard (single phase score)

[All Grades \(5\)](#)[Grade 13 \(0\)](#)

Question	Type
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Question	Type
<p>[111959] PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.</p> <ol style="list-style-type: none">1. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.2. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.3. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.4. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page.5. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.	NA
<p>[106086] In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.</p>	NA
<p>*1 [26612] Describe your experience in communicating in writing which included expressing ideas and facts to individuals or groups regarding procurement issues. Limit your response to 4,000 characters which is approximately one typewritten page in length.</p>	LA
<p>*2 [38409] Please provide two examples of your experience interacting directly with customers and other high-level stakeholders in order to assess needs and design solutions to meet those needs. Include in your description information regarding the specific situation, and the actions taken to satisfy the customer and meet expectations within the parameters of sound business practices. Limit your response to 4,000 characters, which is approximately one page typewritten page in length.</p>	LA
<p>*3 [115529] Describe your contracting experience including the phases of the contracting process for which you were responsible; the products and/or services acquired, the degree of complexity of the contracts, your role and responsibility. Your response will be limited to 4,000 characters, which is approximately one typewritten page in length.</p>	LA

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